



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 602.5

Job Title: **LEGAL INTERN**

Pay Grade: 20

### **GENERAL SUMMARY:**

Performs a variety of legal activities, such as legal research, writing opinions and preparing various legal documents.

### **RESPONSIBILITIES:**

- Works with Assistant City Attorneys in the preparation of routine cases, legal opinions and other matters.
- Assists in the preparation of legal documents, i.e., deeds, ordinances, resolutions, mortgages and contract leases.
- Researches legal problems submitted by various departments.
- Reviews previous cases to become familiar with established precedent and use as examples in subsequent similar cases.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a Doctor of Jurisprudence degree from an American Bar Association accredited college of law. Must have filed application for the State Bar exam or have taken it and be waiting for results.

#### **EXPERIENCE:**

No experience is required.

#### **COMPLEXITY:**

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

#### **IMPACT OF ACTIONS:**

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

#### **SUPERVISION EXERCISED:**

##### **Direct Supervision:**

No direct report employees.

##### **Indirect Supervision:**

No indirect reports.

## **SPECIFICATIONS: (continued)**

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is extremely infrequent with virtually no contact beyond the immediate work unit/area. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

#### **External Contacts:**

Level of external contact is primarily with lower-level service representative and vendors. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls, and answering simple questions.

### **PHYSICAL EFFORT:**

The position is physically comfortable, the individual has discretion about walking, standing, etc.

### **WORK ENVIRONMENT:**

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

### **PHYSICAL SKILL:**

Requires the ability to make simple gross motor responses within large tolerances.

## **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

## **JOB FAMILY:**

- Legal Intern
- Assistant City Attorney I
- Assistant City Attorney II
- Assistant City Attorney III
- Senior Assistant City Attorney I
- Senior Assistant City Attorney II
- Senior Assistant City Attorney III
- Senior Assistant City Attorney IV OR Senior Assistant City Attorney Division Chief
- First Assistant City Attorney
- Deputy City Attorney

*Effective: October 1990*

*Revised: April 1992*